

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1386 **TITLE:** LOSS PREVENTION ANALYST IV **GRADE:** S-29

DEFINITION:

Under limited direction, serves as the loss prevention and safety manager responsible for development and oversight for the County's loss prevention and safety programs, and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Single position class; Manages and directs the County loss prevention and safety programs.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Serves as program manager for multiple County loss prevention and safety programs;
Develops, implements and administers prevention and risk reduction strategies to ensure a safe environment;
Provide leadership for continual improvement and proactive measures in the area of loss prevention and safety
Develops policies and provides technical and administrative direction on all safety and loss prevention programs;
Develops, manages and implements all procedures involved with loss prevention and safety programs to ensure compliance with all OSHA, VOSH, NFPA, and DOT regulations;
Manages the process of developing short and long term goals and objectives for loss prevention and safety;
Utilization of information and data methods for management goals and analysis of losses;
Manage information and communication processes related to loss prevention and safety and prepares and delivers senior management reports regarding risk reduction measurements and objectives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Extensive knowledge of the principles, methods, and practices of loss prevention and safety programs;
Thorough knowledge of the principles and methods of loss prevention and safety;
Thorough knowledge of the County, state, and federal policies, regulations, and procedures governing loss prevention and safety;
Ability to plan and carry out activities necessary to ensure effective and efficient utilization of resources;
Ability to effectively supervise and coordinate the activities of professional, technical, and clerical subordinates;
Ability to establish and maintain effective working relationships with co-workers, public and private organizations, and the general public;
Ability to successfully perform as a team leader;

Ability to communicate effectively, both orally and in writing;
Ability to maintain records and prepare reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a bachelor's degree in financial or business management with a focus on safety management, occupational safety and health and/or risk management; PLUS
Five years of professional experience in loss prevention, safety and health, or safety management, two years of which must have been in a supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

ESTABLISHED: November 16, 2009